



**DEPARTMENT OF THE ARMY**  
Headquarters, 1<sup>st</sup> Brigade, 1<sup>st</sup> Armored Division  
UNIT 21104, Ray Barracks  
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Command Policy Letter #16, Commander's Out-Processing Policy

1. As the commander, 1st Brigade Combat Team, I fully recognize that it is essential to give soldiers who have served in the Ready First Combat Team time to out process. The chain of command will adhere to this policy and support all soldiers by ensuring they are out processed in a timely manner. Each soldier should know how to properly clear the installation and Base Support Battalion (BSB) activities.
2. My focus is to ensure that the transition out of the community is as smooth as possible for our soldiers, civilians and family members. Ideas for improvement of out-processing procedures will be brought to the attention of the Brigade Commander/Command Sergeant Major.
3. Single soldiers assigned to the 1st Brigade Combat Team will be given 5 working days to clear facilities and married soldiers 10 working days. Commanders may authorize additional time for exceptional circumstances. Soldiers clearing are excused from all work details, duty rosters, training, and other unit activities. They may be ordered to attend accountability formations. This will ensure support for our soldiers and families who need community transportation. Soldiers should contact the transportation office as soon as possible to arrange property and POV shipments. Soldiers should also notify the Housing Office of the date they intend to clear quarters and to arrange a pre-inspection date.
4. Point of contact for this headquarters is the Brigade Command Sergeant Major at DSN 324-3800.

**READY FIRST!**

//s//  
SEAN B. MacFARLAND  
COL, AR  
Commanding

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